

Hanover Advisory Committee
550 Hanover Street
Hanover, MA 02339
Meeting Minutes
Thursday, April 21, 2016

Opening:

The meeting was opened at 7:04 p.m. by Chris Martin, Chairman.

Committee Attendees:

Chris Martin
Jerry O’Hearn
Angela Blanchard

Wayne Moores
Joan Port-Farwell
Emmanuel Dockter

Absent

Edward Hickey
Sandra Hayes
Brandon Freeman

Other Attendees:

Janine Smith, Director of Finance
Doug Thomson, Town of Hanover Moderator

General Discussion

Janine Smith updated the Committee on **Article 45-Appropriate Funds–Foundation Wall Stetson House Barn.** Town Manager Troy Clarkson confirmed with Roger Leslie that \$10,000 would be a sufficient sum for the article. Town of Hanover Moderator Doug Thomson went through annual warrant articles and special warrant article with the Committee to confirm who makes the motion for each article. Mr. Thomson also informed the Committee that town department heads were contacted regarding sitting on the stage during the Town meeting, but most declined.

Warrant for Annual Town Meeting Motion and Commentary Review:

Article 8 – School Sick Leave Buyback Fund:

After discussion, the amount in the motion was changed to \$100,000. Joan Port-Farwell made a motion to accept the motion as amended. This was seconded by Emmanuel Dockter. All were in favor and the motion passed. The following commentary was proposed: *Sick leave buyback is a contractual benefit available to School employees enabling them to “cash in” unused sick leave upon retirement or separation from employment. We anticipate that additional appropriations will be required for a number of years in order to pay the expenses of those employees who are still eligible under the original program.* Angela Blanchard made a motion to accept the commentary as written. This was seconded by Jerry O’Hearn. All were in favor and the motion passed.

Article 9 – Town Sick Leave Buyback Fund:

After discussion, the amount in the motion was changed to \$10,000. Emmanuel Dockter made a motion to accept the motion as amended. This was seconded by Joan Port-Farwell. All were in favor and the motion passed. The following commentary was proposed: *Sick leave buyback is a contractual benefit available to Town employees enabling them to “cash in” unused sick leave upon retirement or separation from employment. We anticipate that additional appropriations will be required in order to pay the expenses of those employees who are still eligible under the original program.* Emmanuel Dockter made a motion to accept

the commentary as written. This was seconded by Wayne Moores. All were in favor and the motion passed. Angela Blanchard recused herself on both of these votes.

Article 17- Appropriate Funds - Buildings Insurance Fund:

Jerry O'Hearn made a motion that the town not accept this article and take no further action. This was seconded by Wayne Moores. All were in favor and the motion passed. The following commentary was proposed: *This fund currently has a balance of \$40,000 and has not been utilized for expenditures since its inception in fiscal 2013. This year, other reserve funds such as stabilization and capital stabilization, have been the priority.* Emmanuel Dockter made a motion to accept the commentary as written. This was seconded by Wayne Moores. All were in favor and the motion passed.

Article 22 - Create Turf Field Stabilization Fund:

Angela Blanchard made a motion to accept the motion as written. This was seconded by Emmanuel Dockter. All were in favor and the motion passed. The following commentary was proposed: *The maintenance of the turf field has been identified as a future capital need. Creation of this fund will provide a place holder for the cost associated with expected future replacement. Turf fields have an expected life of approximately 20 years with a replacement cost in the million dollar range.* Jerry O'Hearn made a motion to accept the commentary as written. This was seconded by Angela Blanchard. All were in favor and the motion passed.

Article 29- Appropriate Funds – Water Treatment Plants:

A motion was previously voted on for this article. After discussion regarding suggested commentary received from DPW Superintendent Victor Diniak, the following commentary was proposed: *This article performs state mandated upgrades to the town's three water treatment plants to reduce disinfection byproducts to below federally acceptable levels. Recent changes to the Stage 2 Disinfection Byproduct Rule triggered a violation of the rule at one site in the northwest corner of town. The Town entered into an Administrative Consent Order last summer with the Massachusetts Department of Environmental Protection to take steps to protect public health by performing short term monthly flushing to control the levels of byproducts and to design and construct a permanent solution to reduce the levels below the federal standard of 80 ppb (parts per billion) no later than July 2, 2018. Disinfection byproducts form from the interaction of free residual chlorine with trace amounts of organic matter in the water. The Town's water supply is chlorinated to meet the mandatory disinfection requirements of the Groundwater Rule of the Federal Safe Drinking Water Act. The chlorine destroys or neutralizes naturally occurring bacteria and viruses that exist in the raw water that is pumped from the Town's wells and treated in the Town's treatment plants. The chemical reaction which causes disinfection byproducts is very slow and as such it is most pronounced in the points in the water distribution system furthest away from the water treatment plants. The Town engaged the services of engineers Weston and Sampson to propose and evaluate options to meet the goals and requirements of the consent order. After review of the various options available, a combination of chloramines and changes to the primary coagulant at the Pond Street treatment plant were determined to be the most cost effective option to reduce the disinfection byproducts. The proposed work will modify chemical storage tanks, process tanks, chemical feed systems, process analyzers, computer control systems, safety systems, and other related equipment at each of the treatment plants to ensure safe and reliable conversion of free chlorine to chloramines. The technology is safe, reliable, and commonly used throughout the United States, including locally by the Massachusetts Water Resources Authority.* Angela Blanchard made a motion to accept the commentary as written. This was seconded by Emmanuel Dockter. All were in favor and the motion passed.

Article 30- Appropriate Funds – Water Mains:

A motion was previously voted on for this article. After discussion regarding suggested commentary received from DPW Superintendent Victor Diniak, the following commentary was proposed: *This article replaces the 8-inch cast iron water main on Plain Street from Circuit Street to Hanover Street with a 12-inch ductile iron water main. This is the final phase of a multi-year project to improve the fire flow capacity to the large commercial and industrial buildings on Circuit Street, Winter Street, and King Street by providing a direct connection through large capacity mains to the water storage tanks on Union Street.* Joan Port-Farwell made a motion to accept the commentary as written. This was seconded by Wayne Moores. All were in favor and the motion passed.

Article 37-Abandon/Sell Elm Street Land:

Angela Blanchard made a motion to support the main motion of the Board of Selectmen. This was seconded by Emmanuel Dockter. All were in favor and the motion passed.

Article 45 - Appropriate Funds – Foundation Wall Stetson House Barn:

Angela Blanchard made a motion to accept the motion as written. This was seconded by Joan Port-Farwell. All were in favor and the motion passed. The following commentary was proposed: *The Community Preservation Committee met with the Facilities Engineering Manager and revised the original request of \$75,000 to \$10,000. We support the recommendation of the CPCs revised estimate.* Angela Blanchard made a motion to accept the commentary as written. This was seconded by Jerry O’Hearn. All were in favor and the motion passed.

Article 49 - Additional Liquor License:

Angela Blanchard made a motion to support the main motion of the Board of Selectmen. This was seconded by Joan Port-Farwell. All were in favor and the motion passed.

Article 49 - All Alcohol Beverage License-Twins Convenience Store:

Joan Port-Farwell made a motion to support the main motion of the Board of Selectmen. This was seconded by Jerry O’Hearn. All were in favor and the motion passed.

Article 14. Water Enterprise Budget:

Angela Blanchard made a motion to accept the motion as written. This was seconded by Joan Port-Farwell. All were in favor and the motion passed. The following commentary was proposed: *The Advisory Committee is recommending a total Water Enterprise Budget of \$3,292,774 for direct expenses. The indirect costs act as a reimbursement to the General Fund for the expenses related to the Water Enterprise but paid for out of the General Fund. Some examples of these expenses are the town share of health insurance and retirement costs for the Water Department employees.* Angela Blanchard made a motion to accept the commentary as written. This was seconded by Jerry O’Hearn. All were in favor and the motion passed.

Article 13 - General Fund Operating Budget:

Wayne Moores made a motion to accept the motion as written. This was seconded by Emmanuel Dockter. All were in favor and the motion passed. The following commentary was proposed: *The Advisory Committee reviewed the budget department by department and questioned individual line items that seemed over budgeted. Committee liaisons worked with department heads, requested additional information and supporting documents on many of the line items, and ultimately changed the Town Managers recommended overall operating budget by transferring \$123,400 from the department budgets to the Advisory Committee Reserve Fund. This requires Advisory Committee approval for any transfers for unforeseen or extraordinary circumstances. The Advisory Committee is concerned that many of the line item amounts in the budget seemed to be identical from the prior fiscal year, even though the expenditures from the previous years were substantially less than the budgeted amount. The Advisory Committee feels strongly that back up documentation for zero based budgeting should be made available to the Committee early in the budgeting process. Capital projects over the next four fiscal years potentially total over 25 million dollars. Even though we*

will have some debt reduction through retiring bonds, these projects will still put a substantial burden on tax payers. Emmanuel Dockter made a motion to accept the commentary as written. This was seconded by Joan Port-Farwell. All were in favor and the motion passed. Angela Blanchard recused herself on both of these votes.

Warrant for Special Town Meeting Commentary Review:

Article 4 - Appropriate Funds – Water Master Plan:

A motion was previously voted on for this article. After discussion regarding suggested commentary received from DPW Superintendent Victor Diniak, the following commentary was proposed: *This article provides funds to update the 2001 water master plan. Work includes an update to the hydraulic model of the water distribution system, an update to the master water distribution system map, a review of system demands and storage capacity, and recommendations for future capital improvements to the water distribution system. This work will allow the Town to better plan for water main replacements by prioritizing and scheduling work ahead of future planned road work to maximize the use of the limited funds that are available for infrastructure upgrades.* Joan Port-Farwell made a motion to accept the commentary as written. This was seconded by Angela Blanchard. All were in favor and the motion passed.

Article 5-Appropriate Funds – Pond Street Water Treatment Plant:

A motion was previously voted on for this article. After discussion regarding suggested commentary received from DPW Superintendent Victor Diniak, the following commentary was proposed: *This article replaces sludge removal and related equipment in the settling tanks of the Pond Street Water Treatment Plant in accordance with the requirements of a comprehensive sanitary survey of the Town's water facilities conducted by the Massachusetts Department of Environmental Protection in October of 2015. The upgrades to the equipment are expected to improve the efficiency of the Pond Street Water Treatment Plant, reducing the quantity of water wasted by the existing equipment in removing solids from the treated water prior to filtration.* Angela Blanchard made a motion to accept the commentary as written. This was seconded by Joan Port-Farwell. All were in favor and the motion passed.

Next Meeting

The next scheduled meeting is on **Wednesday, April 27th at 7 pm**. If it is determined that this meeting is not needed, it will be canceled and the next meeting will be just prior to the Annual Town Meeting on **Monday, May 2 at 6 pm** at the Hanover High School.

Adjournment

Angela Blanchard made a motion to adjourn the meeting. The motion was seconded by Joan Port-Farwell. All were in favor and the meeting adjourned at 8:49 pm.

INDEX OF ARTICLES FOR ANNUAL TOWN MEETING – 2016			
ARTICLE #	ISSUE	SUBMITTED BY	BOS VOTED:
1	Accept Reports in Annual Town Report	Advisory Committee	SUPPORT
2	Hear/Accept Reports of Committees & State Officials	Advisory Committee	SUPPORT
3	Authorize Treasurer to Accept Trust Funds	Treasurer-Collector/Finance Director	SUPPORT
4	Authorize Treasurer to Dispose of Tax Title Land	Treasurer-Collector/Board of Selectmen	SUPPORT
5	Enter into Compensating Balance Agreements	Treasurer-Collector	SUPPORT
6	Assume Liability to Allow State DEP Work	Board of Selectmen	SUPPORT
7	Set Pay for Elective Officers	Advisory Committee/Town Manager	SKIPPED
8	School Sick Leave Buyback Fund	Advisory Committee/Town Manager	SKIPPED
9	Town Sick Leave Buyback Fund	Advisory Committee/Town Manager	SKIPPED
10	Appropriate CPC Revenues for FY2017	Community Preservation Committee	SUPPORT
11	Establish Revolving Fund – Library	Board of Selectmen/Town Manager	SUPPORT
12	Revolving Fund Authorizations	Finance Director	SUPPORT
13	General Fund Operating Budget	Advisory Committee/Town Manager	SKIPPED
14	Water Enterprise Budget	Advisory Committee/Town Manager	SKIPPED
15	Special Education Expenses	Town Manager/School Committee	SUPPORT
16	School Department Medicaid Reimbursements	Board of Selectmen	SUPPORT
17	Appropriate Funds – Buildings Insurance Fund	Town Manager	SUPPORT
18	Public Safety Employee Training	Town Manager	SUPPORT
19	Purchase Police Department Vehicles	Chief of Police/Town Manager	SUPPORT
20	Appropriate Funds – Fire Pumping Engine	Fire Chief/Town Manager	SUPPORT
21	Appropriate Funds – Fire Command Vehicle	Fire Chief/Town Manager	SUPPORT
22	Create Turf Field Stabilization Fund	Facilities Engineering Manager/Finance Director	SUPPORT
23	Appropriate Funds – Wood Chipper	Town Manager/Director of Public Works	SUPPORT
24	Appropriate Funds – Gasoline & Diesel Pumps	Town Manager/Director of Public Works	SUPPORT
25	Appropriate Funds – Large Dump Truck	Town Manager/Director of Public Works	SUPPORT
26	Appropriate Funds – Vacuum Sweeper Truck	Town Manager/Director of Public Works	SUPPORT
27	Appropriate Funds – Crane Utility Truck	Town Manager/Director of Public Works	SUPPORT
28	Appropriate Funds – Stormwater Management	Town Manager/Director of Public Works	SUPPORT
29	Appropriate Funds – Water Treatment Plants	Town Manager/Director of Public Works	SUPPORT
30	Appropriate Funds – Water Mains	Town Manager/Director of Public Works	SUPPORT
31	Appropriate Funds – Union Street Standpipe	Town Manager/Director of Public Works	SUPPORT
32	Appropriate Funds – One Ton Dump Truck	Facilities Engineering Manager/Town Manager	SUPPORT
33	Appropriate Funds – John Curtis Library Restoration	Facilities Engineering Manager/Town Manager	SUPPORT
34	Appropriate Funds – Replace Carpets Town Hall	Facilities Engineering Manager/Town Manager	SUPPORT
35	Appropriate Funds – Cedar School Flooring	Facilities Engineering Manager/Town Manager	SUPPORT
36	Appropriate Funds – Tractor/Snow Blower	Facilities Engineering Manager/Town Manager	SUPPORT

INDEX OF ARTICLES FOR ANNUAL TOWN MEETING – 2016			
ARTICLE #	ISSUE	SUBMITTED BY	BOS VOTED:
37	Abandon/Sell Elm Street Land	Board of Selectmen	SUPPORT
38	Dog License Fee – MGL Chapter 140, § 139	Town Clerk	SUPPORT
39	Appropriate Funds – Voting Machines	Finance Director/Town Manager	SUPPORT
40	Appropriate Funds - Technology Upgrades	Director of Technology	SUPPORT
41	Amend Sign Bylaw – Digital Message Boards	Director of Community Services/Town Planner	SUPPORT
42	Amend Zoning Bylaw 10.110(S)	Director of Community Services/Town Planner	SUPPORT
43	Appropriate Funds – Affordable Housing Trust	CPC/Affordable Housing Trust	SUPPORT
44	Appropriate Funds – Open Space Plan	CPC/Open Space Committee	SUPPORT
45	Appropriate Funds – Foundation Wall Stetson House Barn	CPC/Historical Commission/Facilities Engineering Manager	
46	Appropriate Funds – Trails	CPC/Open Space Committee	SUPPORT
47	Appropriate Funds – Roll of Honor Restoration	CPC/Historical Commission/Town Planner	SUPPORT
48	Appropriate Funds – Veterans Honor Garden	CPC/Veterans Memorial Committee	SUPPORT
49	Additional Liquor License	Board of Selectmen	SUPPORT
50	All Alcohol Beverage License-Twins Convenience Store	Petition	TAKE NO ACTION
51	Accept Chapter 90 Road Grant Monies	Board of Selectmen/Town Manager/ Director of Public Works	SUPPORT
52	Accept Streets–Trailside Lane & Meadow Drive	Director of Public Works	SUPPORT
53	Accept Street – Sunset Point	Director of Public Works	SUPPORT
	Election		SUPPORT

Account Name	Budget Line Item	Decrease	Increase
Health Insurance	01-914-5175		\$ 144,923
South Shore Voc	01-390-5690	\$ (69,509)	
Reserve Fund	01-999-5790	\$ (75,414)	
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Equipment Maintenance - Town Hall	01-192-5250-11	\$ (7,500)	
Equipment Maintenance - Police Station	01-192-5250-21	\$ (3,900)	
Equipment Maintenance - Cedar	01-192-5250-32	\$ (4,000)	
Equipment Maintenance - Center	01-192-5250-33	\$ (6,000)	
Equipment Maintenance - Sylvester	01-192-5250-34	\$ (4,000)	
Equipment Maintenance - Middle	01-192-5250-35	\$ (30,000)	
Equipment Maintenance - HS	01-192-5250-36	\$ (6,000)	
Equipment Maintenance - Library	01-192-5250-61	\$ (4,000)	
Building Maintenance - Schools SW	01-192-5230-74	\$ (30,000)	
Electricity - Police Station	01-192-5211-21	\$ (10,000)	
Electricity - Cedar	01-192-5211-32	\$ (5,000)	
Electricity - Center	01-192-5211-33	\$ (5,000)	
Electricity - Middle	01-192-5211-35	\$ (5,000)	
Electricity - Salmond	01-192-5211-37	\$ (3,000)	
Reserve Fund	01-999-5790		\$ 121,630
Salaries - Elected Officials	01-161-5111		\$ 1,770
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		\$ (268,323)	\$ 268,323

Tn Mgr

Adv

<i>Summary of Vote</i>			
General Government:			
Salaries	\$ 251,892	\$ 251,892	\$ -
Expenses	\$ 218,900	\$ 218,900	\$ -
Finance Department:			
Salaries	\$ 767,361	\$ 769,131	\$ 1,770
Expenses	\$ 199,207	\$ 199,207	\$ -
Community Services:			\$ -
Salaries	\$ 1,439,804	\$ 1,439,804	\$ -
Expenses	\$ 468,257	\$ 468,257	\$ -
Police:			\$ -
Salaries	\$ 3,389,731	\$ 3,389,731	\$ -
Expenses	\$ 245,107	\$ 245,107	\$ -
Fire:			\$ -
Salaries	\$ 2,607,595	\$ 2,607,595	\$ -
Expenses	\$ 269,084	\$ 269,084	\$ -
Hanover Public Schools	\$ 25,765,115	\$ 25,765,115	\$ -
Other Education - South Shore Vocational	\$ 794,915	\$ 725,406	\$ (69,509)
Public Works:			\$ -
Salaries	\$ 1,229,619	\$ 1,229,619	\$ -
Expenses	\$ 1,355,098	\$ 1,355,098	\$ -
Facilities:			\$ -
Salaries	\$ 1,940,354	\$ 1,940,354	\$ -
Expenses	\$ 1,862,332	\$ 1,738,932	\$ (123,400)
Snow & Ice	\$ 387,000	\$ 387,000	\$ -
Debt	\$ 5,474,530	\$ 5,474,530	\$ -
Town Wide Expenses	\$ 7,217,770	\$ 7,362,693	\$ 144,923
Transfers	\$ 190,000	\$ 236,216	\$ 46,216
Total General Fund Operating Budget	\$ 56,073,671	\$ 56,073,671	\$ -
			\$ -
Free Cash	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -
Cemetery Graves & Foundations	\$ 65,000	\$ 65,000	\$ -
Sale of Cemetery Lots	\$ 10,000	\$ 10,000	\$ -
Title V Receipts Reserved Account	\$ 39,810	\$ 39,810	\$ -
Ambulance Receipts Reserved Account	\$ 915,295	\$ 915,295	\$ -
<i>Less Total Transfers</i>	\$ 1,030,105	\$ 1,030,105	\$ -
			\$ -
To be raised by the 2017 Tax Levy	\$ 55,043,566	\$ 55,043,566	\$ -